

CalATERS-Global Expense Summary

REPORT INFORMATION

Name Marcy J Mandel
Expense Dates 06/10/13-06/11/13
Form ID TEA000087946
Approver Richard J Chivaro
Start Date/Time 06/10/13 / 0800
End Date/Time 06/11/13 / 2130
Trip Location Sacramento
Purpose of Trip Official SCO business. BOE mtg 6/11.
Authorization #/ Trip # /

REPORT TOTALS

Report Total 660.87 USD
Department Paid 389.12 USD
Advance Schedule Amount 0.00 USD
Amount Due Employee 271.75 USD

**** Charges are in USD unless otherwise noted**

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
06/10/13	Airfare - Commercial	95.90	Cash	United States (US	1.00		95.90
06/10/13	Airfare - Commercial	108.80	Department Paid	United States (US	1.00		108.80
06/10/13	Lodging	95.85	Cash	United States (US	1.00		95.85
06/10/13	Parking, Auto	8.00	Cash	United States (US	1.00		8.00
06/10/13	Personal Auto Mileage	5.65	Cash	United States (US	1.00		5.65
06/10/13	Lunch	10.00	Cash	United States (US	1.00		10.00
06/10/13	Incidentals	6.00	Cash	United States (US	1.00		6.00
06/11/13	Airfare - Commercial	204.70	Department Paid	United States (US	1.00		204.70
06/11/13	Auto/Car Rental	75.62	Department Paid	United States (US	1.00		75.62
06/11/13	Gasoline	2.70	Cash	United States (US	1.00		2.70
06/11/13	Parking, Auto	8.00	Cash	United States (US	1.00		8.00
06/11/13	Personal Auto Mileage	5.65	Cash	United States (US	1.00		5.65
06/11/13	Breakfast	6.00	Cash	United States (US	1.00		6.00
06/11/13	Lunch	10.00	Cash	United States (US	1.00		10.00
06/11/13	Dinner	18.00	Cash	United States (US	1.00		18.00

Expense Sub-Totals

Auto/Car Rental 75.62
 Airfare - Commercial 409.40
 Gasoline 2.70
 Parking, Auto 16.00
 Breakfast 6.00
 Dinner 18.00
 Lunch 20.00
 Incidentals 6.00
 Lodging 95.85
 Personal Auto Mileage 11.30

Review Items - Exceptions and Questions

Text	Response	Policy
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**CalATERS-Global
Expense Summary**

Receipt and travel itinerary required for this expense item.

ER Department
Policy #1

CalATERS-Global
Expense and Miscellaneous Detail

EXPENSE DETAIL SUMMARY

Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
06/10/13	Airfare - Commercial	95.90	Reimbursable			Yes
06/10/13	Airfare - Commercial	108.80	Reimbursable			Yes
06/10/13	Lodging	95.85	Reimbursable			Yes
06/10/13	Parking, Auto	8.00	Reimbursable			No
06/10/13	Personal Auto Mileage	5.65	Reimbursable			No
06/10/13	Lunch	10.00	Reimbursable			No
06/10/13	Incidentals	6.00	Reimbursable			No
06/11/13	Airfare - Commercial	204.70	Reimbursable			Yes
06/11/13	Auto/Car Rental	75.62	Reimbursable			Yes
06/11/13	Gasoline	2.70	Reimbursable			Yes
06/11/13	Parking, Auto	8.00	Reimbursable			No
06/11/13	Personal Auto Mileage	5.65	Reimbursable			No
06/11/13	Breakfast	6.00	Reimbursable			No
06/11/13	Lunch	10.00	Reimbursable			No
06/11/13	Dinner	18.00	Reimbursable			No

Cars used for Business Travel

Vehicle Type: Personal Auto Mileage